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MS 1341

26 APR 1957

MEMORANDUM FOR: Deputy Director (Support)
THROUGH: Chief, Management Staff
SUBJECT: Adjustment of T/O and Ceiling - Office of Personnel

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 5.

2. As the initial step in a planned, orderly reduction of the number of employees assigned to personnel functions in the Agency, a downward adjustment of seven (7) in the T/O and ceiling allocation of operating and staff units of the Office of Personnel is considered feasible at this time. This adjustment may be accomplished with few changes to the basic organizational structure of this Office. The objectives to be accomplished include:

- a. Combinations and elimination of organizational units to achieve better utilization of ceiling spaces.
- b. Combinations of functions previously performed by two positions into a single position.
- c. Transfer of positions not currently needed in one organization to another unit having greater priority and workload.

The seven (7) positions eliminated will be used to establish a "Rotation and Training Unit" which, we believe, will make possible over the long run a net reduction of total number of personnel positions through increasing the capability of members of this Career Service. In summary, the following changes in T/O and ceiling allocation are proposed:

	<u>Current T/O</u>	<u>Change</u>	<u>New T/O and Ceiling</u>
Office of D/Pers & Staffs (Including SSA)			
Rotation & Training Unit			
Benefits & Casualty Division			
Contract Personnel Division			
Position Evaluation Division			
Personnel Procurement Division			
Personnel Assignment Division			
Records & Services Division			
Military Personnel Division			

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3. The above changes recommended by organizational unit are comprised of:

a. Office of the Director of Personnel (Tab A)

Change in organizational structure of Office of DD/Pers/Planning and Development. Transfer of positions among other elements of this Office. Net elimination of 2 positions.

b. Rotation and Training Unit

We have established a long range program for preparing Personnel Officers for assignment to other Agency components at Headquarters and at Field Stations which involves giving them actual on-the-job experience similar to the work situations they will encounter in such assignments. The Rotation and Training Unit provides for assignment of these individuals in a training status either in preparation for assignment outside of the Office of Personnel or, in the case of returnees, to the Office of Personnel. Also, Personnel Officers whose experience has been limited to one Area Division will have an opportunity to broaden their qualifications for other assignments through this training. Individuals considered basically qualified for assignment patterns involving a sequence of assignments in the Office of Personnel to an Area Division to overseas and back to the Office of Personnel will be selected for this training. The Rotation and Training Unit will be located under the administrative control of The Executive Office and will be comprised of 7 positions of Personnel Officer, GS-7/14.

c. Benefits and Casualty Division

No change. However, this Division is absorbing staff functions concerning retirement and social security formerly the responsibility of Plans Staff.

d. Contract Personnel Division

No change.

e. Position Evaluation Division (Tab B)

Elimination of 2 positions through abolition of the Standards Branch as a separate organization and decentralizing Standards function to the operating branches. Elimination of 1 position in the Clandestine Services Branch.

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f. Personnel Procurement Division

Addition of 1 GS-11 Recruitment Officer and 1 GS-5 Clerk Typist to the Departmental Recruitment Branch and 1 Secretary (Stenographer) GS-5 to the Specialized Recruitment Branch to take care of current and anticipated workload.

g. Personnel Assignment Division

Elimination of 1 Personnel Clerk-Typist, GS-6 position in the Support Branch. Establishment of one additional position of Employee Relations Officer, GS-12 in the Counseling Branch by elimination of a GS-12 Placement Officer position in the Support Branch. This action will make possible the consolidation of all employee counseling activities in that Branch.

h. Records and Services Division (Tab C)

Net elimination of two positions, plus assumption of Records Management responsibility for the Office of Personnel. Positions eliminated include 1 Passenger Traffic Officer, GS-9/11 in Central Processing Branch, and 1 Section Chief, GS-9, in the Transactions and Records Branch, as a result of the combination of the Transactions Section and the Position Inventory Section. Internal transfers provide for the position of Personnel Officer, GS-13, and Secretary GS-6, to be established in the Office of the Division Chief. The former position will assume a major role in providing records management services to Office of Personnel as a whole; be responsible for the development of improved records processing procedures for the Division; and participate in special projects, such as mechanization of record keeping.

i. Military Personnel Division

Abolition of the Administrative Services Branch as a separate organizational unit. Elimination of positions of Branch Chief (Army-Major) and of Administrative Clerk (E-4); transfer of the remaining four positions including the Sergeant-Major to the Office of the Division Chief.

4. The proposed changes in organization and position structure can be effected without increase in average grade or budgetary requirements.

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5. It is recommended that the internal adjustments of Office of Personnel herein proposed, providing for a decrease of 7 positions in the operating and staff units, the establishment of a "Rotation and Training Unit" of 7 positions, and no change in budgetary requirements, be approved.

/s/ Gordon M. Stewart

GORDON M. STEWART
Director of Personnel

Attachments:

- Tab A - Office of D/Personnel
- Tab B - Position Evaluation Division
- Tab C - Records and Services Division
- Tab D - Amendment

ORIGINATED BY:

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Chief, Position Evaluation Division

24 Apr 57
Date

CONCUR:

25X1A9A


Chief, Management Staff

MAY 14 1957
Date

The recommendations in paragraph 5 are approved:

15/ L. F. White
Deputy Director (Support)

18 May 57
Date

Distribution:

- 0 ~~2~~ - Director of Personnel
- 3 - DD/S *Subject to be reading*
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